

**OFFICE OF QUALITY ASSURANCE & RISK MANAGEMENT
COMMUNITY SIDE QUALITY ASSURANCE & RISK MANAGEMENT
QUALITY PROJECT MANAGEMENT SECTION**

DUTY STATEMENT

EMPLOYEE:

JOB TITLE: Research Data Analyst II

POSITION #: 472-540-5731-910

POSITION DESCRIPTION: The Quality Project Management Section oversees the Department of Developmental Services' (DDS) quality project management initiatives and projects related to services for individuals with developmental disabilities. The incumbent functions as a research analyst, performing analytical and administrative assignments related to the Department's quality management initiatives and projects serving individuals with developmental disabilities.

SUPERVISION EXERCISED: N/A.

SUPERVISION RECEIVED: Reports to the Assistant Section Chief of the Quality Project Management Section.

EXAMPLES OF DUTIES: The Research Data Analyst II (RDA II) is responsible for project coordination and a wide range of complex statistical analysis for the Quality Assessment/National Core Indicator (NCI) Project, assessment of individuals moving from developmental centers (movers), and other quality management initiatives. Primarily, the RDA II prepares complex statistical analysis and related policy implication analysis, provides consultative advice to contractors producing analysis of results, and assures the validity and reliability of all results for the NCI Project.

Essential Job Functions:

- 30% Maintains data, produces reports, charts, tables and other statistical analysis, utilizing National Core Indicator (NCI), mover data, and other DDS data sets. Prepares documents on research subjects and process and makes recommendations on current and potential quality improvement initiatives. Responds to technical inquiries regarding the work produced
- 30% Conducts or oversees varied and complex technical research and statistical work related to the NCI data, assures the validity and reliability of all survey results, prepares and conducts presentations regarding NCI to a variety of audiences.
- 25% Develops and maintains data-based systems to monitor and track project outcomes, deliverables, and timelines for the NCI Project and mover quality management data.
- 10% Develops and provides technical assistance project and training to regional centers, other agencies, service providers, and other stakeholders regarding the NCI Project through conferences, site visits, coordinating or giving presentations, and through the use of a variety of remote conferencing technologies.

Marginal Job Functions:

- 5% Responds to requests for information or assistance concerning the NCI and other quality management projects.

WORKING CONDITIONS: Work is performed in an open-partitioned office environment. There is approximately 10 percent statewide travel required. Managing tight timelines and multiple priorities, sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Analytical concepts, principles, and techniques;
- Government structure, organization and function;
- Planning, policy and systems/management analysis and program evaluation;
- Project management principles, including work plan development and budgeting;
- Principles of cultural and linguistic competency; and
- Advanced computer skills especially in Excel and SPSS program techniques (e.g., formula/validation statements, charts/graphs, etc.) and various databases.

Ability to:

- Manage multiple projects in order to meet Departmental goals and objectives;
- Develop statistical methodologies and assumptions;
- Manage and work with various data sets to provide analysis and monitor system performance;
- Reason logically and creatively to analyze and explain data;
- Communicate effectively, verbally and in writing, the results of analytical processes;
- Present information and results of research using a variety of software applications;
- Work collaboratively in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with regional center and developmental center administrators, other state agencies, peers, the public, and others;
- Work in a lead capacity and coordinate work of others;
- Apply quality management principles and techniques;
- Represent the Department, as requested by the supervisor; and
- Work independently and as part of a team.

CERTIFICATION OR LICENSE: None.